

THE INDUSTRIAL DISPUTES ACT, 1947 (XIV OF 1947).

G. N., Lab. & H. D., No. 267/48, dated 27th July 1950
(B. G., Pt. IV-A, p. 447).

s. 3 (1)

In exercise of the powers conferred by sub-section (1) of section 3 of the Industrial Disputes Act, 1947 (XIV of 1947), the Government of Bombay hereby requires the Bombay State Road Transport Corporation, Bombay, to constitute a Works Committee in the establishment under its control in the manner prescribed in the Industrial Disputes (Bombay) Rules, 1947.

G. N., Lab. & H. D., No. 267/48, dated 20th November 1950 (B. G., Pt. IV-A, p. 638). s. 3 (1)

In exercise of the powers conferred by sub-section (1) of section 3 of the Industrial Disputes Act, 1947 (XIV of 1947), the Government of Bombay hereby requires the India United Mills Limited, Bombay, to constitute a Works Committee in the establishment at its Head Office at Ballard Estate, Bombay, in the manner prescribed in the Industrial Disputes (Bombay) Rules, 1947.

G. N., Lab. & H. D., No. 267/48, dated 17th February 1951 (B. G., Pt. IV-A, p. 47). s. 3 (1)

In exercise of the powers conferred by sub-section (1) of section 3 of the Industrial Disputes Act, 1947 (XIV of 1947), the Government of Bombay requires the employers specified in the Schedule hereto annexed to constitute Works Committees in the industrial establishments under their respective control in the manner prescribed in the Industrial Disputes (Bombay) Rules, 1947 :—

Schedule.

The Kesar Sugar Works Limited, Chemical Factory, Goregaon.
The Metropolitan Garages Limited, 117-18, Churchgate Reclamation, Bombay 1.
The Laxmi Flooring Tiles Company, Ashvanikumar Road, Surat.
The Surat Bus Company Limited, Chowk Bazar, Surat.
Naran Lala Metal Works, Mota Bazar, Navsari.
Vithaldas Makanji & Sons, Ranchhodji Street, Navsari.
Hindustan Bobbins & Spool Manufacturing Company, Maneklal Road, Navsari.
Modern Bobbin Company, Chowpati Road, Bilimora.
The Tiles & Pottery Works Company, Gandevi Road, Bilimora.
Gujarat Rubber Works Limited, Baroda.
Shree Shakti Engineering Works, Baroda.

s. 4

G. N., Lab. D., No. 575/46, dated 8th April 1948.

Amended by G. N., Lab. D., No. 575/46, dated 28th April 1948.

Amended by G. N., Lab. D., No. 575/46, dated 29th October 1948.

Amended by G. N., Lab. D., No. 575/46, dated 31st October 1949.

Amended by G. N., Lab. & H. D., No. 575/46, dated 26th March 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 5th December 1951.

In exercise of the powers conferred by section 4 of the Industrial Disputes Act, 1947 (XIV of 1947), the Government of Bombay is pleased to appoint the officers mentioned in column 1 of the schedule appended hereto as conciliation officers for all industries (in relation to which the Central Government is not the appropriate Government), for the areas specified against them in column 3 of the said schedule :—

Schedule.

Designation.	Headquarters.	Area in which they have jurisdiction.
1	2	3
1. Director of Labour Administration, Bombay.	Bombay	... The whole of the State.
2. Deputy Directors of Labour Administration, Bombay.	Bombay	... Bombay City and the Bombay Suburban Districts; Districts of Thana, Ahmednagar, East Khandesh, West Khandesh, Nasik, Poona, Satara North, Satara South, Kolhapur, Sholapur, Belgaum, Bijapur, Dharwar, Kanara, Kolaba and Ratnagiri.
3. Deputy Director of Labour Administration, Ahmedabad.	Ahmedabad	... Districts of Ahmedabad, Mehsana, Amreli, Sabar Kantha, Banas Kantha.
4. Commissioner of Labour, Bombay.	Bombay	... Whole of the State.
5. Deputy Director of Labour and Personal Assistant to the Commissioner of Labour.	Bombay	... Whole of the State.
6. Shri M. V. Ponkshe, District Labour Officer, Kolhapur.	Kolhapur	Districts of Satara North, Satara South and Kolhapur.
7. Shri S. P. Joshi, District Labour Officer, Baroda.	Baroda	Districts of Broach, Surat, Baroda, Kaira and Panchmahals.

G. N., P. & S. D., No. 575/46, dated 15th September 1947
(B. G., Pt. IV-A, p. 169)

S. 88
Industrial
Disputes
(Bombay)
Rules, 1947.

Amended by G. N., Lab. D., No. 575/46, dated 2nd March 1948.

Amended by G. N., Lab. D., No. 575/46, dated 28th April 1948.

Amended by G. N., Lab. D., No. 575/46, dated 24th May 1948.

Amended by G. N., Lab. D., No. 575/46, dated 3rd December 1948.

Amended by G. N., Lab. D., No. 575/46, dated 24th December 1949.

Amended by G. N., L. & H.D., No. 575/46, dated 26th July 1950.

Amended by G. N., L. & H.D., No. 575/46, dated 4th August 1950.

Amended by G. N., Lab. & H. D., No. 575/46, dated 29th December 1950.

Amended by G. N., Lab. & H. D., No. 575/46, dated 13th January 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 28th March 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 20th April 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 31st July 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 3rd December 1951.

Amended by G. N., Lab. & H. D., No. 575/46, dated 9th July 1952.

In exercise of the powers conferred by section 38 of the Industrial Disputes Act, 1947 (XIV of 1947), the Government of Bombay is pleased to make the following rules, namely :—

PRELIMINARY.

1. *Short title.*—These rules may be called the Industrial Disputes (Bombay) Rules, 1947.

2. *Definitions.*—(1) In these rules, unless there is anything repugnant in the subject or context,—

(a) “ Act ” means the Industrial Disputes Act, 1947 ;

(b) “ Chairman ” means—

(i) the Chairman of a Tribunal and in the absence of the Chairman such person as may be elected by the members present at a hearing to be the Chairman for the time being ;

(ii) if the Tribunal consists of one person only, such person.

(c) “ Form ” means a form appended to these rules.

(d) “ Trade union ” means a trade union registered under the Indian Trade Unions Act, 1926 ;

(e) “ Section ” means a section of the Act.

(2) Words and expressions not defined in these rules shall have the meanings assigned to them under the Act.

PART I.

3. *Application.*—An application for the reference of an industrial dispute to a Tribunal shall be made in Form I and shall be forwarded by registered post in triplicate to the Deputy Commissioner of Labour (Administration). The application shall be accompanied by a statement setting forth—

(a) the names and addresses of the parties to the dispute ;

(b) the nature and cause of the dispute, including any demands made by either party on the other to which exception is taken by the opposite party ;

(c) an estimate of the number of workmen affected or likely to be affected by the dispute ;

(d) the efforts made by the parties themselves to adjust the dispute.

4. *Application by whom signed.*—The application and the statement accompanying it shall be signed—

(a) in the case of an employer, by the employer himself or where the employer is an incorporated company or other body corporate, by the agent, manager or the principal officer of the corporation ;

(b) in the case of workmen—

(i) where the majority of the workmen directly affected are members of a trade union, by the President, or Secretary or by such other officer of the union as may be authorized in this behalf by the union ;

(ii) in other cases by such representatives of the workmen directly affected not exceeding five as may be duly authorised in this behalf at a meeting of a majority of the workmen held for the purpose.

5. *Notification of reference.*—The reference of a dispute to a Tribunal under section 10 of the Act shall be notified by the State Government in the *Official Gazette*.

PART I-A.

POWERS, PROCEDURE AND DUTIES OF CONCILIATION OFFICERS.

5-A. On receipt of information about an existing or apprehended industrial dispute, the Conciliation Officer may, or where the dispute relates to a public utility service on receipt of a notice of strike or lock-out given under rule 27 or rule 28, the Conciliation Officer shall, forthwith arrange to interview both the employer and the workmen concerned with the dispute at such place and at such time as he may deem fit and endeavour to bring about a settlement of the dispute in question.

5-B. The Conciliation Officer may hold a meeting of the representatives of both parties jointly or of each party separately.

5-C. The Conciliation Officer shall conduct the proceedings expeditiously and in such manner as he may deem fit.

5-D. The Memorandum of Settlement to be submitted by the Conciliation Officer shall be in Form VI.

PART II.

POWERS, PROCEDURE AND DUTIES OF TRIBUNALS.

6. *Place and time of hearing.*—The sittings of a Tribunal shall be held at such times and places as are from time to time fixed by the Chairman, and parties shall be notified thereof by the Chairman in such manner as he may deem fit.

7. *Quorum.*—The quorum necessary to constitute a sitting of a Tribunal shall be as follows :—

			Quorum.
(i)	Where the number of members is 3 or less	...	1
(ii)	where the number of members is more than 3	...	2

8. *Notice to be served.*—On an industrial dispute being referred for adjudication to a Tribunal under section 10, the Tribunal shall cause notices to be served on the parties in Forms II and III directing them to file their statements of claims or written statements, as the case may be, within a specified time.

9. *Evidence.*—A Tribunal may accept, admit or call for any evidence at any stage and in any manner which it thinks fit.

10. *Administration of oath.*—Any member of a Tribunal may administer an oath.

11. *Form of notice and summons.*—Notices to the parties and summonses to witnesses to appear before a Tribunal shall be in Forms IV and V, respectively.

12. *Service of summons or notice.*—Every notice, summons, process or order issued or made by a Tribunal shall be served either by registered post or in any other manner prescribed under the Code of Civil Procedure, 1908.

13. *Procedure at the first sitting.*—At the first sitting of a Tribunal the Chairman shall call upon the parties in such order as he may think fit to state their case.

14. *Information to be kept confidential.*—All books, papers and other documents or things produced before a Tribunal whether voluntarily or in pursuance of a summons may be inspected by the Tribunal and also by such parties as the Tribunal allows; but the information obtained therefrom shall not except as provided in the Act be made public; and such parts of the books, papers, documents or things as in the opinion of the Tribunal do not relate to the matters at issue may be sealed up.

15. *Conduct of proceedings of a Tribunal.*—A Tribunal may at any stage of a proceeding before it direct that any witness be examined or the proceeding be held *in camera*.

16. *Tribunal may proceed ex parte.*—If without good cause shown any party to a proceeding before a Tribunal fails to attend or to be represented the Tribunal may proceed *ex parte*.

17. *Power of entry and inspection.*—A Tribunal or any member thereof may for the purposes of an adjudication, at all reasonable times enter any building, factory, workshop or other place or premises whatsoever and inspect the same or any work, machinery, appliances or article therein, or interrogate any person therein in respect of anything situated therein or any matter relevant to the subject-matter of the adjudication.

18. *Powers of Tribunals.*—(1) In addition to the powers conferred by subsection (3) of section 11 of the Act, Tribunals shall have the powers vested in Courts under the Code of Civil Procedure, 1908, when trying a suit in respect of the following matters :—

- (a) discovery and inspection,
- (b) granting adjournments,
- (c) evidence on affidavits.

(2) A Tribunal may summon and examine *suo motu* any person whose evidence appears to it to be material for the purpose of adjudication.

19. *Decision by majority.*—All questions arising for decision at any meeting of a Tribunal shall, save where the Tribunal consists of one person, be decided by a majority of the votes of the members thereof (including the Chairman) present at the meeting. In the event of an equality of votes, the Chairman shall also have a casting vote.

20. *Correction of errors.*—A Tribunal may correct any clerical mistake or error arising from an accidental slip or omission in any award it issues.

20-A. *Reference for interpretation of award.*—If any question arises as to the interpretation of any award made by a Tribunal, the State Government may make a reference to the Tribunal for a decision on such question and the Tribunal may decide the matter after hearing the parties.

21. *Right of Representatives.*—The representatives of the parties appearing before a Tribunal shall have the rights of examination, cross-examination and re-examination of witnesses called by the Tribunal and of addressing the Tribunal on the completion of the taking of evidence :

Provided that save with the permission of the Tribunal not more than one representative of any party shall exercise any such rights.

PART III.

REMUNERATION OF MEMBERS OF TRIBUNALS, ASSESSORS AND WITNESSES, AND ESTABLISHMENT.

22. *Travelling allowance.*—A member of a Tribunal, if a non-official, will be entitled to draw travelling allowance and halting allowance for any journey performed by him in connection with his duties as such member at the rates admissible and subject to the conditions applicable to a Government servant of the first grade under the Bombay Civil Services Rules.

23. *Fees.*—The Chairman and members of a Tribunal shall be granted such fees as may be sanctioned by the State Government in each case.

24. *Allowances to assessors.*—Where assessors are appointed by a Tribunal they shall be paid such allowances as may be determined by the State Government.

25. *Establishment.*—The State Government may appoint such persons to be the Secretary and clerks of a Tribunal as it may think necessary and may fix the salaries and allowances payable to them. Except where the State Government otherwise directs, the Registrar of the Industrial Court, Bombay, shall act as Secretary of every Tribunal constituted under the Act.

PART III-A.

WORKS COMMITTEES.

25-A. *Works Committees.*—In respect of the constitution and functions of and the filling of vacancies in Works Committees and the procedure to be followed by such Committees in the discharge of their duties, the rules applicable shall be the same as appear in Part V of the Industrial Disputes (Central) Rules, 1947, subject to the modifications, that, as if—

(1) in rule 37 the proviso to rule 37 had been deleted ;

(2) after rule 37 the following new rule had been inserted, namely :—

37-A. *Employers' power to sub-divide electoral constituency or constituencies.*—Notwithstanding anything contained in the foregoing provisions, the employer may, if he thinks fit, sub-divide a single electoral constituency or two electoral constituencies, as the case may be, and direct that workmen shall vote in either by groups, sections, shops or departments ;

(3) in rule 46 for sub-clause (1) the following had been substituted, namely :—

(1) The term of office of a workmen's representative on the Committee other than a member chosen to fill a casual vacancy shall be two years :

Provided that if fresh elections are not held immediately after the expiry of the said term, the representative shall continue to be on the Committee until such time as fresh elections are held.

25-B. Any breach of the rules which are made applicable by rule 25-A shall be punishable with fine not exceeding fifty rupees.

25-C. Whenever any meeting of the Works Committee is held, the Chairman or the Joint Secretaries of the Committee shall, within seven days from the date of such meeting, report to the employer the agenda for such meeting and the decisions taken by the Works Committee thereon.

25-D. Every employer who is required by the State Government to constitute a Works Committee under sub-section (1) of section 3 shall submit to the Deputy Commissioner of Labour (Administration), Bombay, in duplicate, a return in Form X for every quarter ending on 31st March, 30th June, 30th September and 31st December. Such return shall be delivered or sent by post so as to reach the office of the Deputy Commissioner of Labour (Administration), Bombay, not later than three weeks after the expiry of the quarter to which it relates.

PART IV.

MISCELLANEOUS.

26. Whenever any application, letter, summons, notice, statement or intimation, is required to be forwarded or served under any of these rules by registered post it shall be deemed to be sufficient compliance with these rules if such application, letter, summons, notice, statement or intimation is delivered by hand and an acknowledgment in writing, by or on behalf of the party to whom it is forwarded on whom it is intended to be served, is obtained in respect of such delivery.

27. *Notice of strike.*—(1) The notice of strike to be given by employees in a public utility service shall be in Form VII.

(2) On receipt of a notice of strike under sub-rule (1), the employer shall forthwith intimate the fact to the appropriate conciliation officer in the list below :—

Designation.	Head-quarters.	Areas in which they have jurisdiction.
1. Director of Labour Administration and Conciliation Officer, Bombay.	Bombay	... Whole of the State.
2. Deputy Directors of Labour Administration and Conciliation Officers, Bombay.	Bombay	... Bombay City and the Bombay Suburban District, the Districts of Thana, Ahmednagar, East Khandesh, West Khandesh, Nasik, Poona, Satara, Sholapur, Belgaum, Bijapur, Dharwar, Kanara, Kolaba and Ratnagiri.

Designation.	Head-quarters.	Areas in which they have jurisdiction.
3. Deputy Director of Labour Administration and Conciliation Officer, Ahmedabad.	Ahmedabad ...	District of Ahmedabad.
4. Commissioner of Labour, Bombay.	Bombay ...	Whole of the State.
5. Deputy Director of Labour and Personal Assistant to the Commissioner of Labour, Bombay.	Bombay ...	Whole of the State.
6. Assistant Commissioner of Labour (Administration), Baroda.	Baroda ...	Districts of Baroda, Kaira, Panch Mahals, Broach and Surat.

28. *Notice of lock-out.*—The notice of lock-out to be given by an employer carrying on a public utility service shall be in Form VIII.

29. *Report of lock-out or strike.*—The report of a lock-out or strike in a public utility service to be submitted by the employer under sub-section (3) of section 22 shall be in Form IX.

30. *Report of notice of a strike or lock-out.*—The report of notice of a strike or lock-out to be submitted by the employer under sub-section (6) of section 22 shall be sent by registered post or given personally to the Conciliation Officer appointed for the area concerned, with a copy by registered post to—

- (1) The Administrative Department of the Government of Bombay concerned,
- (2) The Commissioner of Labour, Bombay,
- (3) Department of Labour and Housing of the Government of Bombay, and
- (4) The District Magistrate.

31. *Copies of records of Tribunals.*—(1) Any person desiring to obtain copies of any records, including certified copies of any award, order or decision of a Tribunal or extracts therefrom, may make an application in writing to the Secretary of the Tribunal:

(2) On receipt of such application and on payment of fees for copying a document, at the rate of annas 8 for every hundred words or fraction thereof, a copy of the document shall be supplied by the Secretary of the Tribunal:

Provided that no copy shall be granted of any notes recorded by a Tribunal for its own use or of any exhibit or document which the Tribunal may consider to be confidential.

32. Any employer desiring to obtain the express permission in writing of the Conciliation Officer, Board or Tribunal, as the case may be, under section 33 may make an application in Form XI and shall file four copies thereof in the office of the Conciliation Officer, Board or Tribunal.

33. Any employee desiring to make a complaint under section 33-A may make such complaint in Form XII and shall file four copies thereof in the office of the Tribunal.

34. As soon as an application under section 33 is received by the Conciliation Officer, Board or Tribunal, or a complaint is received by the Tribunal, a copy thereof shall be forwarded to the opposite party with a notice in Form XIII to show cause, if any, why the application or the relief sought for in the complaint should not be granted.

35. The authority to be given by a worker or workers under clause (c) of sub-section (1) of section 36 shall be in Form XIV. Such authority shall be signed by the workman concerned or by such number of persons from among themselves as may be elected for this purpose at a meeting attended by a majority of workmen who are parties to the dispute.

36. The authority to be given by an employer under clause (c) of sub-section (2) of section 36 shall be in Form XV.

FORM I.

(See rules 3 and 4.)

*Form of Application under Section 10 of the Industrial Disputes Act, 1947,
for the reference of an industrial dispute to an Industrial Tribunal.*

Whereas an industrial dispute *exists/is apprehended* between
and _____ and it is expedient that
the matters specified in the appended statement which are connected with or relevant to the dispute
the dispute
should be referred for adjudication by an Industrial Tribunal an application is hereby
made to the Government of Bombay under section 10 of the Industrial Disputes Act,
1947, that the said dispute should be referred to a Tribunal for adjudication.

2. This application is made on behalf of.....by the undersigned
being the* _____ of the † _____ Union of which the majority of the workmen directly
who have been duly authorised to make this application by §
affected are members.

3. A statement giving the particulars of the dispute as required by rule 3 of the
Industrial Disputes (Bombay) Rules, 1947, is appended hereto, duly signed,

Place

Date

Signature and designation of Applicant(s).

To

The Deputy Commissioner of Labour (Administration),
Bombay.

* Here state the official position of the signatories in the Union, e.g., Secretary, President, etc.

† Here enter name of Union.

§ Here state the manner in which the authority was given.

FORM II.

(See rule 8.)

(Notice to file statement of claims in a Reference to Adjudication.)

BEFORE INDUSTRIAL TRIBUNAL, BOMBAY.

No.....of.....

BETWEEN

AND

In the matter of.....

.....

.....

NOTICE.

WHEREAS by Government Order, Labour and Housing Department,
No. dated the

the above matter has been referred for adjudication to

Industrial Tribunal constituted under the Industrial Disputes Act, 1947, PLEASE
TAKE NOTICE that you are hereby required to file in this office on or
before a statement of claims (in four copies) in

connection with the said disputes and that a copy of the same should be
handed over by you simultaneously to the other party to the dispute and to
inform the undersigned that this has been done.

2. The time and the place of hearing will be announced later.

By order of the Tribunal,

Secretary,
Industrial Tribunal.

No.

Office of the Industrial Tribunal,
Foreshore Road Barracks, Bombay 1,
day of 19 ..

FORM III.

(See Rule 8.)

(Notice to file written statement in a reference to Adjudication.)

BEFORE INDUSTRIAL TRIBUNAL, BOMBAY.

No. of

BETWEEN

AND

In the matter of

.....

.....

NOTICE.

WHEREAS by Government Order, Labour and Housing Department, No. , dated the the above matter has been referred for adjudication to , Industrial Tribunal constituted under the Industrial Disputes Act, 1947, AND WHEREAS has/ have been directed to file a statement of claims in this office on or before a copy whereof will be handed over to you simultaneously by on or before that day, PLEASE TAKE NOTICE that you are hereby required to file in this office on or before four copies of the written statement in reply to the statement of claims that you may receive and that a copy of the same should be handed over by you simultaneously to the other party to the dispute and to inform the undersigned that this has been done.

2. The time and the place of hearing will be announced later.

By order of the Tribunal,

Secretary,
Industrial Tribunal,

No.
Office of the Industrial Tribunal,
Foreshore Road Barracks, Bombay 1,
day of 19 .
MO-A Bk H 715-114a

FORM IV.

(See Rule 11.)

BEFORE

INDUSTRIAL TRIBUNAL, BOMBAY.

No.

of 19

BETWEEN

AND

In the matter of,.....

NOTICE.

WHEREAS the above matter has been referred by Government for adjudication to Industrial Tribunal constituted under the Industrial Disputes Act, 1947, PLEASE TAKE NOTICE that the said matter will be taken up for hearing at or at such time immediately thereafter according to the convenience of the Tribunal on in . You are hereby required to appear in person, or through a legal practitioner (with the consent of the other parties and leave of the Tribunal), or through a duly authorised officer of an employers' association (or federation) or an officer of a registered trade union (or federation), as the case may be, or as otherwise provided for in section 36 of the Industrial Disputes Act, 1947, at the aforesaid time and place and to continue to remain present until the said matter has been finally disposed of and to produce before the said Tribunal on those days all books, documents, and other papers which may be in your possession or under your control and in any way relating to the matters in dispute and witnesses, if any.

By order of the Tribunal,

Secretary,
Industrial Tribunal,

No.

Office of the Industrial Tribunal,
day of

19

FORM V.

(See Rule 11.)

Summons to Witnesses.

BEFORE

INDUSTRIAL TRIBUNAL, BOMBA Y.

No.

of

BETWEEN

AND

In the matter of

.....

.....

SUMMONS.

WHEREAS the above matter has been referred by Government for adjudication to / , Industrial Tribunal constituted under the Industrial Disputes Act, 1947, AND WHEREAS the said matter will be taken up for hearing at or at such time immediately thereafter according to the convenience of the Tribunal, on in

AND WHEREAS your presence is necessary, you are hereby summoned to appear in person before the said Tribunal at the aforesaid time and place to give evidence to answer all material questions and to produce all books, documents, etc., which may be in your possession or under your control and in any way relating to the matters in dispute and to continue to remain present until you are discharged.

By order of the Tribunal,

Secretary,
Industrial Tribunal.

No.
Office of the Industrial Tribunal,
Foreshore Road Barracks, Bombay 1,
day of 19 . .

FORM VI.

(See rule 5 D.)

Form of Memorandum of Settlement.

Names of parties.

Representing employer

Representing employees

Short recital of case.

Terms of agreement.

Signatures of parties.

Signature of Conciliation Officer.

FORM VII.

(See rule 27.)

Form of notice of strike to be given by employee(s) in a public utility service.

Name of Union

Names of elected representatives of employees where no trade union exists.

Address

Dated the day of 19

To

(The name of the employer)

Dear Sir/Sirs,

In accordance with the provisions contained in sub-section (1) of section 22 of the Industrial Disputes Act, 1947, $\frac{I}{we}$ hereby give you notice that I propose to call a strike on for the reasons explained in the we propose to go on strike annexe.

Yours faithfully,

Secretary of the Union
Representatives of employees elected at a meeting held on

ANNEXE.

Statement of the case.

Copy to :—

- (1) Conciliation Officer, Bombay/Ahmedabad/Baroda/Kolhapur.
- (2) Commissioner of Labour, Bombay.

FORM VIII.

(See rule 28.)

*Form of notice of lock-out to be given by an employer carrying on
a public utility service.*

Name of employer

Address

Dated the day of 19

To

(The Secretary of the Registered Union, if any)

Dear Sir,

In accordance with the provisions of sub-section (2) of section 22 of the Industrial Disputes Act, 1947, I/we hereby inform you that it is my/our intention to effect a lock-out with effect from for the reasons explained in the annexe.

Your faithfully,

*

*Here insert the position which the person who signs this letter holds with the employer issuing this letter.

ANNEXE.

Statement of the case.

Copy to :—

(1) Conciliation Officer, Bombay/Ahmedabad/Baroda/Kolhapur.

(2) Commissioner of Labour, Bombay.

FORM IX.

(See rule 29.)

Form of Report of Strike or Lock-out in a Public Utility Service.

Information to be supplied in this Form immediately on the occurrence of a strike or lock-out in a public utility service to the Conciliation Officer for the local area concerned :—

Name of under-taking.	Station and District.	Normal Working Strength.	Number of workers involved		Strike or lock-out.
			Directly.	Indirectly.	
1	2	3	4	5	6

Date of commencement of strike or lock-out.	Cause.	Was notice of strike or lock-out given; if so, on what date and for what period?	Is there any permanent agency or agreement in the undertaking for the settlement of disputes between the employer and workmen, if any exists? particulars thereof.	Any other information.
7	8	9	10	11

*Note.—Column (3).—*Give the average number of workmen employed during the month previous to the day on which the strike or lock-out occurred. While reckoning the average, omit the days on which attendance was not normal for reasons other than individual reasons of particular workmen. Thus days on which strike or lock-out occurs or communal holiday is enjoyed by a large section of workers should be omitted.

*Column (4).—*If say, 200 workers in a factory strike work and in consequence the whole factory employing 1,000 workers has to be closed then 200 should be shown under "directly" and the remaining under "indirectly". If the strike of 200 workers does not affect the working of the other departments of the factory, the number of workers involved would only be 200, which figure should appear under "directly" and column "indirectly" would be blank.

*Column (8).—*Give the main causes of the dispute as well as the immediate cause that led to the strike or lock-out.

FORM X.

(See Rule 25D.)

Return to be submitted by an employer who is required by the State Government to constitute a Works Committee for his Establishment.

Return for the quarter ending on—

1. Name of the industrial establishment.
2. Full address of the establishment.
3. Date of order of the State Government under section 3 (I) of the Industrial Disputes Act, 1947, requiring the employer to constitute a Works Committee.
4. If the Works Committee is not formed so far—
 - (a) Reasons for the same,
 - (b) Difficulty, if any, in not being able to form the Committee and efforts made to overcome the difficulties.
5. Date on which the Works Committee was constituted.
6. Number of departments, sections, etc., in the establishment.
7. Number of workmen in each } (a) Permanent,
department, section, etc. } (b) Temporary.
8. Number of representatives on } (a) of the workmen,
the Works Committee. } (b) of the employer.
9. Dates on which meetings of the Works Committee were held.
10. Items on the agenda for each meeting and the decisions taken by the Works Committee thereon.
11. Action taken by the employer or the recommendations made by the Works Committee.

FORM XI.

(See Rule 32.)

Application under section 33.

BEFORE

CONCILIATION OFFICER.

BOARD.

INDUSTRIAL TRIBUNAL.

No.

of 19 .

BETWEEN

Applicant.

First Party.

AND

Opponent.

Second Party.

In the matter of

The Applicant/First Party abovenamed begs to state as follows :—

(1) That

(2) That

(3) That

It is prayed that the necessary permission be granted.

Dated this

day of

19

Signature of the employer.

FORM XII.

(See Rule 33.)

Complaint under section 33A.

BEFORE

INDUSTRIAL TRIBUNAL.

No.

of 19 .

BETWEEN

Complainant.
First Party.

AND

Respondent.
Second Party.

In the matter of

The complainant abovenamed begs to state—

(1) That

(2) That

(3) That

It is prayed that

Dated this

day of

19 .

Signature of the employee/s.

FORM XIII.

(See Rule 34.)

BEFORE

CONCILIATION OFFICER
BOARD
INDUSTRIAL TRIBUNAL

No. of 19

BETWEEN

Applicant
First Party
Complainant

AND

Opponent
Second Party
Respondent.

In the matter of

NOTICE.

Whereas the applicant/first party/complainant has made an application/complaint under section 33/33A of the Industrial Disputes Act, 1947, a copy whereof is enclosed, PLEASE TAKE NOTICE that the matter will be taken up for hearing at or at such time immediately thereafter according to the convenience of the Conciliation Officer/Board/Tribunal on in

You are hereby required to appear in person [or through a legal practitioner with the consent of the parties and leave of the Tribunal], or through a duly authorised officer of an employers' association (or federation) or an officer of a registered trade union (or federation), as the case may be, or as otherwise provided for in section 36 of the Industrial Disputes Act, 1947, at the aforesaid time and place and to show cause why the said application/or the relief sought for in the complaint should not be granted. You may file any statement in reply on or before the date of hearing and give one copy thereof to the other side.

Signature and designation of the Officer.

No.

Office of the

day of

19

[] To be omitted in case of proceedings before a Conciliation Officer and Board.

FORM XIV.

(See Rule 35.)

Form of authority for representation of a workman.

BEFORE *

No.

of

In the matter of

Address

I/We†(who have been duly authorised to sign this authority on behalf of the
workmen of‡ at a meeting held

on) hereby authorise Shri

who is an officer of Union connected with
a workman employed in§ in

the industry to represent me/us in the above matter.

.

Dated the day of 19 .

Signature/Signatures.

Accepted

(Signature)

* Here insert Conciliation Officer/Board of Conciliation/Court of Inquiry/Industrial Tribunal, as the case may be.

† The bracketed portion may be struck off when the authority is signed by the workmen in their individual capacity.

‡ Here insert name(s) of the department(s) of the establishment, as the case may be.

§ Here insert the name of the establishment in which the workman is employed.

FORM XV.

(See Rule 36.)

Form of authority for representation of an employer.

BEFORE*

No. of

In the matter of

Address

I hereby authorise† _____, who
is an officer of _____ Association connected with
employer engaged in _____
industry, to represent me in the above matter.

Dated the _____ day of _____ 19____

Signature.

Accepted

Signature.

* Here insert Conciliation Officer/Board of Conciliation/Court of Inquiry/Industrial Tribunal, as the case may be.

† Here insert the name of the officer or the employer, as the case may be.
